

**YPSILANTI COMMUNITY UTILITIES AUTHORITY**

**Environmental Leaders**

**YCUA**

**[www.ycua.org](http://www.ycua.org)**

**Dedicated to Providing Top Quality, Cost Effective, and Environmentally Safe  
Water and Wastewater Services to Our Customers**

**2777 STATE ROAD  
YPSILANTI, MICHIGAN 48198**

**CONTAGIOUS VIRUS RESPONSE PLAN  
December 2020**

## **Introduction**

This document has been created as a reference source for the Ypsilanti Community Utilities Authority (YCUA) to document its response to the current pandemic (COVID-19) and serve as the foundation for future efforts to address similar situations. The ability to respond effectively to emergencies can be critical to both the organization and the public.

The ability of a contagious respiratory disease (COVID-19) to reach the pandemic stage quickly has been realized during this time. The Coronavirus Disease 2019 (COVID-19) has been identified to be caused by the SARS-CoV-2 virus. It has spread quickly from China to many other countries around the world, including the United States. The YCUA recognizes the severity of COVID-19's international, national, and local impacts, the outbreak conditions including those rising to that of a pandemic, and how these things can affect all aspects of daily life.

## **Purpose**

The purpose of this Contagious Virus Response Plan (CVRP) is to provide the leadership and staff of YCUA with guidance that will be both necessary and critical to contain and minimize the organizational impact of an outbreak of disease. Contagious virus or infectious disease emergencies can range from the naturally occurring illnesses to emerging infectious diseases (e.g., SARS, avian influenza, etc.) or intentional acts of bioterrorism (e.g., anthrax). The circumstances of these emergencies vary by type, the magnitude of exposure, and means of transmission. Planning and preparing in advance are essential activities in delivering an effective response to this type of emergency.

## **Scope**

This Plan and its resulting actions are intended to coordinate with local, national, and global plans and directives issued by the necessary regulatory emergency agencies. The goal of this Plan is to ensure that there is an understanding of the contagious virus and then to curtail the negative effects upon the organization, and the health of its staff and customers.

## **Key CVRP Elements**

This Plan identifies and addresses certain key elements that are specific to a contagious virus that may be outside the scope of, or work in conjunction with, other agency response plans. These elements include the following:

- Understanding
- Identification of alert phases that trigger a specific action
- Communications
- Environmental prevention
- Sanitary aids to limit the spread
- Service reduction

## Contagious Virus Understanding

To be effective in its response activities, YCUA must gather and have a solid understanding of the most readily available information on the potential virus outbreak. Information is key and it must be shared with the Authority's decision-makers before an actual local outbreak, to allow for planning measures to take place.

The YCUA shall monitor all information channels (Federal, State, and Local) for any status changes to the identified contagious virus outbreak. Information channels consist of the following:

- Centers for Disease Control and Prevention
  - (<https://www.cdc.gov/>)
- Michigan Department of Health and Human Services (MDHHS)
  - (<https://www.michigan.gov/mdhhs>)
- Washtenaw County Department of Health
  - (<https://www.washtenaw.org/1129/Health-Department>)
- Contagious virus information to be considered shall include but not be limited to:
  - Symptoms of
  - How the virus spreads
  - Speed of the virus spread
  - Severity of illness
  - Potential impact
- *\*Note – See the attached “COVID-19 Update” for an example of the type of information that is needed to assist in dealing with a contagious virus.*
- Provide regular contagious virus updates to YCUA leadership for review and potential CVRP activation.
  - A contagious virus emergency will likely have many phases in its lifespan; therefore, activation of different parts of the CVRP may be enacted based upon the risk level.

## Identification of Alert Phases That Trigger a Specific Action

The CVRP shall apply to all contagious viruses and the life-cycle phases of a pandemic influenza outbreak that may be presented. These pandemic phases and the information generated shall assist YCUA in its response actions. The World Health Organization (WHO) has identified six pandemic influenza alert phases:

1. The virus may be present in animals, but the risk of human infection or disease is considered low.
2. No new influenza virus subtypes have been detected in humans. Animal virus subtype poses a substantial risk to humans.

3. Human infection(s) with a new subtype, but no human-to-human spread, except for rare close-contact instances.
4. Small cluster(s) of highly localized human-to-human transmission.
5. Larger cluster(s) of human-to-human spread but still localized.
6. Increased and sustained transmission in the general population.

## **CRVP Key Groups**

- **YCUA Executive Contagious Virus Task Force**

1. Executive Director
2. Human Resource Director
3. Human Resource Specialist
4. Health and Safety Manager

- Review and discuss the most recent information on the virus outbreak.
- Determine what projected threats this current outbreak may have upon YCUA operations.
- Review CVRP for planning purposes to address the current virus outbreak when deemed necessary.

- **YCUA Contagious Virus Operations Task Force**

1. Executive Director
2. Human Resource Director
3. Human Resource Specialist
4. Health and Safety Manager

- Review and discuss the most recent information on the virus outbreak.
  - Review directives from the **YCUA Contagious Virus Task Force**.
  - Establish regular meetings to follow the situation as it progresses.
  - Determine and assign basic action items for implementation.
- Determine what projected threats this current outbreak may have upon YCUA operations and develop mitigation activities that will be necessary.
  - Determinations will be based upon current knowledge of the spread of the virus.
  - The YCUA CVRP and its included documents will serve as guidance.
- Discuss and develop a current plan to address the virus outbreak.
  - Implement CVRP to address the virus outbreak.

## **Implement Basic Infection Prevention Measures**

As an employer, YCUA understands its responsibility to provide a safe working environment and that this also transmits to the public as well. The actions taken to protect staff will depend on emphasizing basic infection prevention measures at all levels within YCUA's operation. As appropriate, all employees should implement good hygiene and infection control practices.

## **Basic Action Items include but are not limited to**

- Promote frequent and thorough hand washing.
- Encourage workers to stay home if they are sick.
- Encourage respiratory etiquette, including covering coughs and sneezes.
- Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible.
- Increased diligence of regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment.

## **Communications**

### **Internal Communications**

- Provide information to staff as needed, based upon information received from state and local health agencies.
- Communications related to the state of or actions taken by the YCUA, will come from the YCUA Director or his/her designee.
  - All internal communications shall be reviewed by the YCUA Director or his/her designee before being published.
- Internal communications concerning a confirmed positive test or exposures shall be reported after approval by the YCUA Director or his/her designee.
  - The communication shall protect the individual's right to privacy.
- All information that will be shared with the YCUA staff will mirror that which is published by the:
  - State and Local Health Agencies
  - Centers for Disease Control (CDC)
  - Occupational Safety and Health Administration (OSHA)
  - Nation Institute of Occupational Safety and Health (NIOSH)
- Provide job-specific information and training to identify personnel who perform tasks that are designed to mitigate the spread of the infectious disease.
- Continue to provide staff with regular updates on the contagious virus outbreak through event closure.
- Establish a network location for employees to locate and view published internal communication information.

## **External Communications**

- All external communications shall be reviewed by the YCUA Director or his/her designee before being published.
- Provide external communication/information to customers and the community via approved channels, including but not limited to:
  - Email
  - Postings
  - Social Media
- Communications related to the state of or actions taken by YCUA, will come from the YCUA Director or his/her designee.
- External communications concerning a confirmed positive test or exposures shall be reported after approval by the YCUA Director or his/her designee.
- Exposure shall be reported after approval by the YCUA Director or his/her designee.
  - The communication shall protect the individual's right to privacy.
- External communications regarding this subject shall mirror that of information published by:
  - State and Local Health Agencies
  - Centers for Disease Control (CDC)
  - Occupational Safety and Health Administration (OSHA)
  - Nation Institute of Occupational Safety and Health (NIOSH)
- All information generated shall ensure our external customers that YCUA is doing what is needed and required based upon information received.

## **Environmental Prevention and Control Measures**

### **Cleaning and Disinfection – Facilities**

- **Action Items**

- Provide disposable disinfecting wipes, hand sanitizers, and appropriate cleaning agents for employee use at the State Road and Clark Road facilities.
- Distribute hand sanitizers to the office staff for use.
  - Cleaning and disinfection practices as outlined in YCUA's Enhanced Cleaning and Disinfection Plan shall be maintained.
  - Increase the amount of cleaning/disinfection of high touch areas/surfaces in common areas.
  - Consider utilizing current facilities staff or other to disinfect the hard surface and high touch areas in common areas of all agency buildings.

- Promote an increased amount of employee cleaning of hard surfaces and equipment in office areas.

- **Planning Items**

- Review current stock of necessary cleaning and disinfecting products and other supplies that may be needed if the CVRP is activated.
  - This review of the on-hand stock should take place at the first notification that a pandemic is a possibility.
- Check vendors for availability and make plans to order items such as:
  - Cleaning materials and products
  - Sanitizers – hand and other
  - PPE
  - Other
- All contractors/vendors secured to provide cleaning and disinfection services shall adhere to the requirements of YCUA Contractors Safety Program.
- Contact an outside janitorial service or other available vendors for pricing to provide an additional level of services as needed for facilities and vehicle disinfection.

### **Policies and Procedures for Prompt Identification and Isolation of Sick People, if Appropriate**

The identification and isolation of potentially infectious individuals is a critical measure in protecting workers, customers, visitors, and contractors. YCUA policies and procedures that are developed shall serve to reduce the spread of the contagious virus not only in the workplace but also in the community. YCUA policy and procedure is to inform employees of the importance of their health and that of others in the workplace, to self-monitor and report any signs of symptoms or potential exposure to the identified contagious virus.

- The activation of the CVRP shall trigger the communication of this Plan.
- YCUA shall develop a policy that will address the separation of employees from the worksite that have signs and symptoms of exposure, confirmation of exposure, or confirmation of contraction of the identified contagious virus.
- The general advice to staff will be to self-report and to stay at home and not report to work if conditions are met.
- YCUA will follow guidance and directives presented by the state and local health departments, which may include an on-site screening of employees entering the workplace.

## **Develop, Implement, and Communicate about Workplace Flexibilities and Protections**

YCUA shall review current leave policies and procedures to ensure that they will allow for compliance with health-related guidance directives by public health officials. The activation of the CVRP shall trigger the communication of leave policies, procedures, and requirements. The policies shall take into consideration the following during their development:

- The employer may require that the affected employee provide documentation from a healthcare provider that the employee has recovered from the acute respiratory illness and can return to work.
- Recognize that workers with ill family members may need to stay home to care for them.
  - Consider flexible policies that permit employees to stay home to care for a sick family member.
- YCUA shall identify those employees whose work activities can feasibly be completed remotely, and those employees shall work remotely to the extent possible.
- YCUA shall conduct a daily entry self-screening protocol for all employees or contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19, together with, a temperature screening.
- When YCUA learns of an employee, visitor, or customer with a known case of COVID-19, the employer shall:
  - Immediately notify the local public health department, and
  - Within 24 hours of learning of the known case, notify any co-workers, contractors, or suppliers who may have come into contact with the person with a known case of COVID-19.
- The policies and procedures put into place shall be conducive to the operations of YCUA and its departments as well as all applicable laws and labor agreements.

## **Implement Workplace Controls**

### **• Engineering Controls**

Controls of this type where appropriate based upon the workplace can reduce potential exposure to contagious viruses and can be very effective. Things to consider shall include but are not limited to the following:

- Increasing current ventilation rates in the workplace
  - Vehicles – Consider developing a procedure to address required fresh air circulation when this CVRP is initiated.
  - Facilities – Review and develop plans to address increased ventilation rates within the facilities.

- **Administrative Controls**

Administrative controls when implemented are changes in workplace policies or procedures that are geared to reduce exposure to a hazard. When dealing with a contagious virus this is not an easy task as information is not always complete. Things that should be considered include but are not limited to:

- Changing of workstation locations to promote social distancing within the workplace when directed.
- Promoting remote work (telework).
- Adjusting shift work to reduce the number of personnel within a designated work area at a given time.
- Provide workers with information on known risk factors for the identified virus.

- **Safe Work Practices**

Safe work practices are very similar to administrative controls except they focus on providing for safe and proper work that will reduce the duration, frequency, or intensity of exposure to a hazard.

YCUA will continue to promote and provide a work environment that encourages a high level of personal hygiene. This includes having the resources as well as the use of instruction and signage to remind the workforce of the importance of this subject matter.

- **Personal Protective Equipment (PPE)**

Together with engineering and administrative controls, the use of personal protective equipment can be effective in addressing exposure to hazards that may be present in the workplace. YCUA has a personal protective equipment safety program in place that addresses the use of PPE by properly trained employees.

- **Classifying Worker Exposure**

Worker risk of occupational exposure to a contagious virus that causes an illness during an outbreak may vary from very high to high, medium, or lower (caution) risk. The level of risk depends in part on the industry type, need for contact within six feet of people known to be, or suspected of being, infected with the identified virus, or requirement for repeated or extended contact with persons known to be, or suspected of being, infected with the contagious virus.

## Contagious Virus - Occupational Risk Pyramid



### **Very High Exposure Risk – Not Applicable**

Very high exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures. Workers in this category include:

- Healthcare Workers.
- Healthcare or laboratory personnel collecting or handling specimens from known or suspected COVID-19 patients.
- Morgue workers performing autopsies, which generally involve aerosol-generating procedures, on the bodies of people who are known to have, or suspected of having, COVID-19 at the time of their death.

### **High Exposure Risk – Not Applicable**

High exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19. Workers in this category include:

- Healthcare delivery and support staff exposed to known or suspected COVID-19 patients.
- Medical transport workers moving known or suspected COVID-19 patients in enclosed vehicles.
- Mortuary workers involved in preparing the bodies of people who are known to have, or suspected of having, COVID-19 at the time of their death.

### **Medium Exposure Risk**

The assessed level of risk for the Water Treatment and Transmission job classifications is a medium exposure risk, because of the frequent contact (within six feet) with contractors and the public. This risk level and our sense of responsibility to provide for the safety of our employees and customers are what have led to the development of this CVRP.

Medium exposure risk jobs include those that require frequent and/or close contact with (i.e., within six feet of) people who may be infected with a contagious virus but who are not known or suspected to have been diagnosed as positive. In areas with or without ongoing community transmission, workers in this risk group may have frequent contact with contractors or the general public and thereby may be subjected to the potential risk for exposure.

## **Reducing Worker Exposure**

Based upon the nature of the contagious virus and the way it is or has been spreading, YCUA may need to take steps to reduce the potential for work-related exposures due to business travel, meetings, gathering of large numbers of people, and work practices; all of which require review and evaluation to ensure measures can be put into place to address issues or concerns related to the current contagious virus.

- **Sanitary Aid to Reduce Spread and Exposure**

Sanitary aids can assist significantly in limiting the spread of a virus. Additionally, sanitary aids can reassure employees and provide them with an added layer of protection in performing their daily functions.

Specific tasks shall be identified to implement the acquisition and distribution of sanitary aids. The type of sanitary aides provided and measures taken will be dependent upon information provided by the regulatory and health agencies relevant to the specific pandemic. These measures may vary and change over the life cycle of the pandemic as knowledge progresses and information expands. The sanitary aid measure to be considered shall be:

- Distribution of portable hand sanitizer to staff.
- Provide non-touch hand sanitizers for use by staff and contractors in our facilities.
- Determine if additional PPE items will be necessary and distribute as necessary.
  - Develop a plan or course of action that will ensure that there is always an identified amount of selected PPE items on hand.

- **Business Travel**

- Exercise discretion, following the directives given by the public health officials and/or other government agencies, to suspend all employee business travel plans.
- A travel ban, upon implementation, shall affect all travel that risks employee exposure to large groups of people.
- This shall include the act of traveling to and the attendance at large meeting/training sessions and other events locally, within the U.S or Internationally.

- **Workplace Meetings**

- Establish policies and procedures that support social distancing as a concept when feasible.
- Utilize technology-based sources and applications that allow internal and external meetings to be held without actual physical attendance.
- Limit, postpone, or cancel large gatherings (internal or external) to help enforce social distancing and reduce potential exposures in the workplace.

- Limit the number of employees eating meals in settings such as a cafeteria or lunchroom to provide for adequate social distancing.

## **Future Planning and Action Items**

- **Service Reduction**

Throughout the life cycle of a large-scale viral response (Pandemic), a water utility must maintain service due to employee availability to comply with public health department recommendations and directives.

YCUA will identify tasks related to developing service reduction, system shutdown, and system restoration plans. Service reduction planning identifies indicators that will be monitored regarding employee availability and include strategies for in-service reduction.

The following is a sample outline to assist YCUA in making critical service decisions on things to be monitored closely at the outset of a likely contagious virus event:

- Employee Attendance – A high level of absenteeism due to the virus can adversely affect YCUA's ability to provide service.
- Asset Availability
- Service reduction issues are anticipated to include the following:
  - Labor contract language
  - Employee welfare
- Scheduled service contractors/vendors
  - Establishment of requirements for contractors/vendors providing purchased services

### **Included Attachments**

COVID-19 Update (About COVID-19)  
COVID-19 Screening  
Enhanced Cleaning and Disinfection Plan  
Social Distancing Plan

# **ABOUT COVID-19**

## **Symptoms of COVID-19**

Infection with SARS-CoV-2, the virus that causes COVID-19, can cause illness ranging from mild to severe and, in some cases, can be fatal. Symptoms typically include fever, cough, and shortness of breath. Some people infected with the virus have reported experiencing other non-respiratory symptoms. Other people, referred to as *asymptomatic cases*, have experienced no symptoms at all. According to the CDC, symptoms of COVID-19 may appear in as few as 2 days or as long as 14 days after exposure.

## **How COVID-19 Spreads**

Although the first human cases of COVID-19 likely resulted from exposure to infected animals, infected people can spread SARS-CoV-2 to other people.

The virus is thought to spread mainly from person-to-person, including:

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

It may be possible that a person can get COVID-19 by touching a surface or object that has SARS-CoV-2 on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the primary way the virus spreads.

People are thought to be most contagious when they are most symptomatic (i.e., experiencing fever, cough, and/or shortness of breath). Some spread might be possible before people show symptoms; there have been reports of this type of asymptomatic transmission with this new coronavirus, but this is also not thought to be the main way the virus spreads.

Although the United States has implemented public health measures to limit the spread of the virus, it is likely that some person-to-person transmission will continue to occur.

The CDC website provides the latest information about COVID-19 transmission: [www.cdc.gov/coronavirus/2019-ncov/about/transmission.html](https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html).

## **How a COVID-19 Outbreak Could Affect Workplaces**

Like influenza viruses, SARS-CoV-2, the virus that causes COVID-19, has the potential to cause extensive outbreaks. Under conditions associated with widespread person-to-person spread, multiple areas of the United States and other countries may see impacts at the same time.

**Absenteeism:** Workers could be absent because they are sick; are caregivers for sick family members; are caregivers for children if schools or day care centers are closed; have at-risk people at home, such as immunocompromised family members; or are afraid to come to work because of fear of possible exposure.

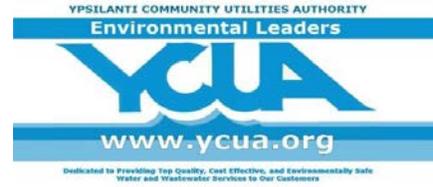
**Change in patterns of commerce:** Consumer demand for items related to infection prevention (e.g., cleaning and disinfecting products, PPE) is likely to increase significantly, while consumer interest in other goods may decline.

**Interrupted supply/delivery:** Shipments of items from geographic areas severely affected by COVID-19 may be delayed or cancelled with or without notification.

# Notice

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**To: All Employees** **EFFECTIVE IMMEDIATELY**

**From: Jeff Castro, Executive Director** **UNTIL FURTHER NOTICE**

**Date: June 3, 2020**

**Re: COVID-19 Virus Screening Procedures**

YCUA's COVID-19 Screening Procedure has been updated to reflect Governor Whitmer's Executive Order 2020-97. These procedures will remain in effect until further notice.

As previously instructed, if you are sick or experiencing symptoms of COVID-19, which are listed in question #1 of the screening questions below, please call your supervisor. Do not come to work sick.

Additionally, if you are sick or experiencing symptoms of any other illness that could be contagious, you should not come to work. YCUA provides excellent health insurance coverage and has recently added Telemedicine (Teledoc) as a benefit to our employees. This alternative option allows you to visit the doctor remotely to address certain medical questions or concerns. Information regarding this service was sent to you on April 17, 2020. Information on how to access and use Teledoc is located under Human Resources on our Intranet.

Each department will continue to have one designated entrance and screening area at their building. When employees arrive to work, they are required to report to the designated screening area (maintaining a minimum of 6 feet apart from one another). No employee shall be permitted to begin their shift prior to being screened.

**During this screening procedure, employees will not be required to punch in and out for their regularly scheduled shift. Employees will only be required to punch in and out for any overtime worked.**

The screening consists of the following questions, which will be asked by a designated member of management:

1. In the past 24 hours, have you experienced any of the following symptoms:
  - a. Fever of 100.4 °F or higher
  - b. Cough (excluding chronic cough due to known medical reason other than COVID-19)
  - c. Shortness of breath
  - d. Sore throat
  - e. Diarrhea (excluding diarrhea due to a known medical reason other than COVID-19)
2. Have you had close contact in the last 14 days with an individual diagnosed with COVID-19?

Thank you again for your continued cooperation as we work together in an effort to protect each other while managing our critical infrastructure operations.



## Enhanced Cleaning and Disinfection Plan

Dedicated to Providing Top Quality, Cost Effective, and Environmentally Safe Water and Wastewater Services to Our Customers

YCUA has developed this Enhanced Cleaning and Disinfection Plan in an effort to protect our workforce and reduce the spread of exposure to the COVID-19 Virus.

The purpose of this Plan is to provide instruction and guidance to YCUA staff regarding proper cleaning and disinfection methods of its facilities as established by the Center for Disease Control. YCUA has developed increased standards of facility cleaning and disinfection to limit exposure by anyone to COVID-19 and protocols for cleaning and disinfection of an area in the event of a positive COVID-19 case in the workplace.

*Cleaning* refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs. But by removing the germs, it decreases their number and therefore any risk of spreading infection.

*Disinfecting* works by using chemicals, for example EPA-registered disinfectants, to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs. But killing germs remaining on a surface after cleaning further reduces any risk of spreading infection.

### **1. Cleaning and Disinfecting to Reduce the Transmission of COVID-19**

- a. The Daily Cleaning Schedule for Custodians/Groundskeepers has been updated to incorporate enhanced cleaning and disinfection procedures including the disinfection of all frequently touched surfaces and shared equipment, door knobs and handles, light switches, countertops and tables located in lunchrooms and common areas, floors, sinks and faucets, toilets and toilet handles, computers, tablets, keyboards, microwaves, refrigerators, etc.
- b. On a daily basis, all employees working on site will disinfect their workspaces including, but not limited to desks, keyboards and printers, file cabinet handles, writing utensils, tablets, vehicles (steering wheels, door handles, seats, radios, etc.) and other surfaces that are frequently touched by using disinfecting wipes. Trash bins located in employee offices are to be emptied into the industrial sized, wheeled trash containers located nearest their workspace. Trash bins are to be sprayed with disinfecting spray.
- c. Employees are to wear nitrile gloves when handling worn uniforms being turned in to Unifirst for cleaning. After removing and disposing of the gloves, they must wash their hands.
- d. Employees are to use nitrile gloves when opening mail and other packages delivered to YCUA. All mail coverings such as envelopes and boxes or containers should be discarded immediately. Upon completing the opening of mail, the employee should remove and discard their gloves and wash their hands immediately.

## **Enhanced Cleaning and Disinfection Plan, Cont.**

### **2. Protocols for Cleaning and Disinfection in the Event of a Positive COVID-19 Case in the Workplace**

- a. No one should be permitted to access the identified space where the infected individual has been before it is cleaned and disinfected. The space will remain inaccessible for as long as practical, before cleaning and disinfection to minimize potential exposure to respiratory droplets. Management will determine the waiting period based upon the need to use the infected area.
- b. Doors and windows located in the area will be opened, to the extent possible, to increase air circulation.
- c. Assigned staff will clean and disinfect all areas (e.g., offices, bathrooms, and common areas, etc.) used by the infected person, focusing especially on frequently touched surfaces, as described above in 1a.
- d. The following PPE will be worn while cleaning and disinfecting infected areas: face shield, mask, nitrile gloves, and a full length rubber apron.

### **3. PPE Use for COVID-19 Cleaning and Disinfecting**

According to the CDC, the risk of exposure to cleaning staff is inherently low. Custodians should wear personal protective equipment (PPE), as described below, for all tasks in the cleaning process, including handling trash.

The Health and Safety Manager will provide training on the proper use and disposal of PPE.

#### **a. Disposable Gloves**

When cleaning and disinfecting on a daily basis to prevent the spread of COVID-19, employees must wear disposable nitrile gloves, including when emptying trash and recycle bins. If the gloves become ripped or torn, they must be replaced immediately.

When cleaning and disinfecting the area where a person with a known or suspected case of COVID-19 has been, custodians must wear two layers of disposable nitrile gloves. If the gloves become ripped or torn and the employee's skin becomes exposed, the employee must immediately wash their hands for 20 seconds with soap and water and notify their supervisor of the exposure immediately after washing their hands.

## **Enhanced Cleaning and Disinfection Plan, Cont.**

#### **b. Mask (N-95)**

When cleaning and disinfecting the area where a person with a known or suspected case of COVID-19 has been, employees must wear a mask. If the mask becomes ripped or torn and any part of the employee's face becomes exposed, they must immediately notify their supervisor of the exposure.

#### **c. Goggles or Face Shield**

When cleaning and disinfecting the area where a person with a known or suspected case of COVID-19 has been, employees must wear safety glasses; however, in a situation where there is a splash hazard, additional goggles or a face shield must be worn.

#### d. Gown

When cleaning and disinfecting the area where a person with a known or suspected case of COVID-19 has been, employees must wear a gown (full-length rubber gown).

### **ADDITIONAL INSTRUCTIONS:**

All employees are required to wash their hands with soap and water, scrubbing for 20 seconds then rinsing after blowing one's nose, coughing, or sneezing, using the restroom, before eating or preparing food, or after removing and disposing of gloves when cleaning or disinfecting or handling mail or packages delivered to YCUA.

Approved cleaning and disinfecting agents that are to be used are located in the YCUA stockrooms located at the Service Center and Maintenance Department.

All departments must have nitrile gloves, disinfecting spray and disinfecting wipes on hand for use by the employees.



## Social Distancing Plan

**Dedicated to Providing Top Quality, Cost Effective, and Environmentally Safe Water and Wastewater Services to Our Customers**

In an effort to protect our workforce and reduce the spread of exposure to the COVID-19 Virus, YCUA has developed this plan to ensure social distancing is being observed throughout all YCUA facilities. Social Distancing is a public health practice designed to limit the spread of infection by ensuring sufficient physical distance between individuals. Taking measures to ensure social distancing decreases opportunities for close contact among persons, thereby decreasing the potential for disease transmission among people and slowing the spread of disease.

Social distancing and other mitigation measures to protect workers and the public have been established, including, but not limited to:

1. The public has been notified that our offices are closed and all business should be conducted by phone and electronically.
2. All residential appointments have been suspended until further notice, with the exception of emergency situations.
3. To limit the number of people at facilities, YCUA has reduced the number of on-site staff as follows:
  - a. Administrative employees are working remotely from home to the extent possible while maintaining the minimum basic operations of the Authority.
  - b. Operational employees are designated as "critical infrastructure workers" as defined by the Governor's Executive Order 2020-21. Critical infrastructure workers have been divided into groups, with some being stationed at home and some being stationed on-site on a rotational basis.

These measures will allow the Authority to maintain critical level operations while keeping our employees separated to the extent possible.

4. All employees are to maintain a minimum 6 foot distance between themselves and others, including vendors who may need to visit our facilities (i.e., contractors, delivery personnel, etc.). Signs have been posted prominently throughout all YCUA facilities instructing everyone to maintain a minimum 6 foot distance between themselves and others.
5. All employees are instructed to conduct meetings via phone or by using an online forum such as Zoom when possible. When meetings are held in-person (i.e., daily meetings to instruct employees of their daily tasks), a 6 foot distance between people must be maintained.

## **YCUA Social Distancing Plan, Cont.**

6. Employees have been instructed not to report to work if they are sick or experiencing symptoms associated with COVID-19 as described by the Centers for Disease Control (CDC). YCUA has established a screening process that all employees must undergo upon their arrival to work and prior to being allowed to proceed to work for the day.
7. Sharing vehicles and equipment is being limited to the extent possible. Where at all possible, one employee will be using a vehicle at a time and disinfecting the vehicle or equipment will be required before and after each use. Where sharing of vehicles and equipment is necessary, employees must wash their hands before and after each use.
8. Employees must limit the number of people in common workplace areas, such as lunchrooms, to at one time to the extent possible; and in all situations maintaining a minimum 6 feet distance from one another.

YCUA will continue to monitor the COVID-19 situation as it relates to our workforce and may update this plan as appropriate based upon further directives from applicable agencies.